

Panaji, 19th July, 1983 (Asadha 28, 1905)

SERIES I No. 15

# OFFICIAL GAZETTE

## GOVERNMENT OF GOA, DAMAN AND DIU

### EXTRAORDINARY

#### GOVERNMENT OF GOA, DAMAN AND DIU

Local Administration and Welfare Department

Housing Board

#### Notification

The Goa, Daman and Diu Housing Board in exercise of the powers conferred under Sections 13, 15, and 16 and 129 of the Goa, Daman and Diu Housing Board Act 1968, hereby makes the following regulations amending the Goa, Daman and Diu Housing Board Cadre, recruitment of staff, functions, powers and sphere of duties of Officers and other Employees Regulations 1974 published in Official Gazette Series III, No. 11 dated 10th June 1976 and Official Gazette Series I, No. 14 dated 3rd July, 1980, namely: —

1. **Short title.** — (i) These regulations shall be called the Goa, Daman and Diu Housing Board Cadre, Recruitment of Staff, Functions, Powers and Sphere of Duties of Officers and Other Employees (Third Amendment) Regulations, 1982.

(ii) They shall come into force with immediate effect: —

2. In the schedule attached to the said Notification: —

The following should be substituted after Annexure IV under columns as shown in Annexure IV.

(S. K. Gandhe)  
Chairman

Panaji, 25th June, 1983.

**SCHEDULE**

Name of the post	No. of posts	Classification	Scale of pay	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age & Educational Qualifications prescribed for the direct recruits will apply in the case of promotees	Period of probation if any	Method of recruitment by direct recruitment or by deputation/transfer, and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer is to be made	If a D.P.C. exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
1. Secretary (Statutory post)	One	Group 'A' Gaz.	Rs. 1500-60-1800-100-2000.	Selection	N. A.	N. A.	N. A.	N. A.	By transfer on deputation.	Transfer on deputation: From the following categories of Officers holding regular appointments. i) Goa, Daman and Diu Civil Service Grade 1 (Selection grade) officer with 8 years experience in the grade. ii) Group 'A' officer of the Govt. of Goa, Daman and Diu in the pay scale of Rs. 1500-2000. iii) An I.A.S. officer in the senior scale of pay. iv) Group 'A' officer of the Govt. of Goa, Daman and Diu in the pay scale of Rs. 1100-1600 with at least 5 years experience of administration work.	—	—
2. Superintendent	— do —	Group 'C'	Rs. 550-20-650-25-750.	— do —	— do —	— do —	— do —	2 years	Promotion falling which by transfer on deputation.	Promotion: Head Clerks/Estate Managers/Sr. Stenographers having at least 3 years service in the grade. Transfer on deputation: Suitable official holding equivalent post in the State Govt.	Yes, as laid down by the Board.	N. A.
3. Head Clerk/Estate Manager	Two	— do —	Rs. 425-15-500-EB-15-560-20-700.	— do —	— do —	— do —	— do —	— do —	— do —	Promotion: U.D.C./Jr. Stenographer having 3 years standing in the grade. Transfer on deputation: Suitable official holding equivalent post in State Government.	— do —	— do —

4. Senior Stenographer	One	— do —	— do —	— do —	30 years or below (relaxable for Board's employees)	1) S. S. C. E. or equivalent qualification. 2) Speed of 120 w.p.m. & 40 w.p.m. in type-writing.	— do —	— do —	By promotion failing which by transfer on deputation and failing both by direct recruitment.	Promotion: Junior Stenographer having at least 3 years standing in the grade. Transfer on deputation: Suitable officials holding equivalent posts in the State Govt. (period of deputation ordinarily not exceeding 3 years).	— do —	— do —
5. Upper Division Clerks	Seven	— do —	Rs. 330-10-380-EB-12-500-EB-15-560.	— do —	— do —	Intermediate/Senior Cambridge / Higher Secondary Certificate or equivalent qualification.	— do —	— do —	Promotion failing which by direct recruitment and failing both by transfer on deputation.	Promotion: L. D. C's/ Rent Collector having at least 3 years standing in the grade. Transfer on deputation: Suitable official holding equivalent post in the State Govt.	— do —	— do —
6. Junior Stenographer	One	— do —	— do —	Not-applicable	— do —	S.S.C.E. or equivalent qualification. Speed of 100 w.p.m. in short hand & 35 w.p.m. in type-writing.	— do —	— do —	Direct recruitment.	—	— do —	— do —
7. Lower Division Clerk/ Rent Collector	Fourteen	— do —	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400.	Non-selection	— do —	S.S.C.E. or equivalent qualification. 2. Speed of 30 w.p.m. in typewriting in English subject to orders which are issued from time to time (relaxable for the physically handicapped persons who are otherwise qualified to hold the aforesaid post and who are certified as being unable to type on account of physical disability by the Medical Board attached to the special Employment Exchange or by staff surgeon until such a Board is set up by the Directorate of Employment and Training).	Age: No Qls: Yes	— do —	Promotion: 12% failing which by direct recruitment & 87½% by direct recruitment.	Promotion: Group 'D' employees	— do —	— do —
8. Tally Clerk	One	— do —	Rs. 260-6-326-EB-8-350.	— do —	— do —	VIII Class pass.	— do —	— do —	Promotion failing which by direct recruitment.	Promotion: Group 'D' staff of the Board.	— do —	— do —
9. Daftary	— do —	Group 'D'	Rs. 200-3-206-4-234-EB-4-250.	Selection	Not applicable	Not applicable.	N. A.	— do —	Promotion	Promotion: Peons with 2 years service in the grade.	— do —	— do —

1	2	3	4	5	6	7	8	9	10	11	12	13
10. Heavy Vehicle Driver	Two	Group 'C'	Rs. 260-6-290-EB-6-326-8-366-EB-8-390-10-400.	Selection	30 years and below (relaxable for Board's employees)	i) Middle School or equivalent qualifications. ii) Driving Licence for Heavy Vehicle. iii) Unblemished experience of at least 3 years in the line.	N. A.	2 years	By promotion failing which by direct recruitment.	Promotion: Light Vehicle drivers of the Board with at least 3 years of regular service in the grade & possessing Heavy Vehicle Driving Licence.	Yes, as laid down by the Board.	N. A.
11. Light Vehicle Driver	Six	— do —	Rs. 260-6-326-EB-8-350.	— do —	— do —	i) Middle School or equivalent qualifications. ii) Driving Licence for Light Vehicle. iii) Unblemished experience of at least 2 years in the line.	— do —	— do —	Direct recruitment.	Not applicable.	— do —	— do —
12. Gestetner Operator	One	Group 'D'	Rs. 210-4-250-EB-5-270.	— do —	— do —	i) S.S.C. or equivalent qualification with knowledge of English. ii) Experience as Gestetner Operator.	— do —	— do —	By promotion failing which by direct recruitment.	Promotion: Peon with 3 years of experience in operating Gestetner Machine.	— do —	— do —
13. Messenger/Attendant	Two	— do —	— do —	— do —	— do —	Middle Standard or equivalent qualifications.	— do —	— do —	— do —	Promotion: Peon with at least 5 years of service in the grade.	— do —	— do —
14. Watchman	Four	— do —	Rs. 196-3-220-EB-3-282.	N. A.	30 years & below.	Literate.	— do —	— do —	Direct recruitment.	Not applicable.	— do —	— do —
15. Bharkandas	One	— do —	— do —	— do —	— do —	Middle Class or equivalent preferably with English.	— do —	— do —	— do —	— do —	— do —	— do —
16. Peon	Ten	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —
17. Sweeper	— do —	— do —	— do —	— do —	— do —	Literate.	— do —	— do —	— do —	— do —	— do —	— do —
18. Scavenger	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —	— do —
19. Housing Engineer (Statutory post)	One	Group 'A' Gaz.	Rs. 1500-60-1800-100-2000.	Selection	N. A.	Not applicable.	— do —	— do —	Promotion: Failing which by transfer on deputation.	Promotion: Executive Engineer with 5 years service in the grade rendered after appointment thereto on regular basis.  Transfer on deputation: Suitable Officer holding analogous post under State Govt. (Period of deputation ordinarily not exceeding 3 years).	— do —	— do —

20. Archi- tect Planner	— do —	— do —	Rs. 1100-50- -1600.	— do —	Not exceed- ing 40 years (relaxable for Board's employees)	Essential: Degree in Architecture from recognised Univer- sity or equivalent. Desirable: (i) Diploma in Town Planning with specialization in Housing & Com- munity Planning. (ii) 5 years profes- sional experience in Planning and Architecture.	Age: No. Qls: Yes	— do —	By promotion fail- ing which by transfer on depu- tation & failing both by direct re- cruitment.	Promotion: Assistant Architect with 8 years service in the grade rendered after appointment thereto on a regular basis. Transfer on depu- tation: Suitable Officer holding analogous post under Govt. of Goa, Daman & Diu/ Central Govt. or with 2 years regular service in posts in the scale of Rs. 700- -1300 or equivalent and possessing edu- cational and other qualifications pre- scribed for direct recruit in Col. 17; (period of deputation shall ordinarily not exceed 3 years).	— do —	— do —
21. Execu- tive En- gineer	— do —	— do —	— do —	— do —	40 years and below (re- laxable for Board's em- ployees)	Essential: i) Degree in Civil En- gineering of a re- cognised University or equivalent. ii) About 7 years expe- rience in Group 'A' or Group 'B' posts, or posts carrying equivalent responsi- bilities, out of which 4 years should be as Assistant Engi- neer or in posts carrying equivalent responsibilities.	— do —	— do —	— do —	Promotion: Asst. En- gineer/Asst. Survey- or of Works with 8 years service in the grade. Transfer on depu- tation: Suitable Offi- cers of the rank of Executive Engineer/ State Govt. (Period of deputation ordi- narily not exceeding 3 years).	— do —	— do —
22. Asst. Engi- neer/ Asst. Survey- or	Seven	Group "B"	Rs. 650-30- -740-EB-35- -810-EB- -35-850-40- -1000-EB- -40-1200.	— do —	Not exceed- ing 35 years (relaxable to Board's employees)	Essential: Degree in the appropriate branch of Engineering from a recognised Univer- sity or equivalent. At least 2 years practical experience in the field of Engi- neering.	Age: No. Qls: To the extent indicated in col. 11	— do —	Promotion 50% failing which by direct recruit- ment. Direct re- cruitment 50%.	Promotion: Junior En- gineer with 3 years regular service in the case of Degree holders & 5 years in the case of Diploma holders.	— do —	— do —
23. Asst. Archi- tect	One	— do —	— do —	N. A.	— do —	Essential: Degree in Architecture from a recognised Univer- sity or equivalent. Some professional experience.	N. A.	— do —	By direct recruit- ment failing which by trans- fer on deputation.	Transfer on depu- tation: Suitable Offi- cer holding analo- gous posts under State Govt. (Period of deputation not exceeding 3 years).	— do —	— do —
24. Junior Engi- neer	Eight- een	Group "C"	Rs. 425-15- -500-EB-15- -560-20-700.	— do —	Not exceed- ing 35 years	Diploma or Degree or Certificate in Civil Engineering from a recognised Institu- tion or equivalent qualification.	— do —	— do —	Direct recruitment failing which by transfer on depu- tation.	Transfer on depu- tation: Suitable offi- cials holding analo- gous post in the State Government.	— do —	— do —

1	2	3	4	5	6	7	8	9	10	11	12	13
25. Draughtsman-I	One	Group 'C'	Rs. 425-15-500-EB-15-560-20-700.	Selection	Not exceeding 35 years (relaxable to Board's employees)	S.S.C.E. or equivalent. 2. Diploma in Civil Engineering preferable with one year experience as draughtsman.	N. A.	2 years	Promotion failing which by transfer on deputation/direct recruitment.	Promotion: Draughtsman II with 2 years experience in the grade.  Transfer on deputation: from P.W.D. or any other department under the Govt. of Goa, Daman and Diu.	Yes, as laid down by the Board.	N. A.
26. Draughtsman-II	— do —	— do —	Rs. 330-10-380-EB-12-500-15-560.	— do —	— do —	Certificate or Diploma in Draughtsmanship of Engineering from any recognised University or Body or Institution OR Inter in Architecture from a Recognised University or Body or Institution.  Desirable: Professional experience.	— do —	— do —	Promotion failing which by direct recruitment.	Promotion: Draughtsman III/Tracer with 2 years service in the grade.	— do —	— do —
27. Draughtsman-III	— do —	— do —	Rs. 260-8-300-EB-8-340-10-380-EB-10-430.	N. A.	Not exceeding 35 years.	— do —	— do —	— do —	Direct recruitment.	Not applicable.	— do —	— do —
28. Tracer	— do —	— do —	— do —	— do —	— do —	S.S.C.E. or equivalent qualifications. 2. Diploma in Draughtsman's Course or practical experience in the line.	— do —	— do —	— do —	— do —	— do —	— do —
29. Surveyor Grade-I	— do —	— do —	Rs. 425-15-500-EB-15-560-20-700.	Selection	35 years & below	Diploma in Civil Engineering or a recognised Institution/Certificate of proficiency in Surveying. (2 years course after S.S.C.E.).	— do —	— do —	Promotion failing which by transfer on deputation and failing both by direct recruitment.	Promotion: Surveyor Grade II with 3 years service in the respective grade.	— do —	— do —
30. Surveyor Grade-II	— do —	— do —	Rs. 320-10-380-EB-12-500-EB-15-560.	N. A.	— do —	Essential: Intermediate/Higher Secondary/Senior Cambridge or equivalent qualifications with Science subject. 2. A certificate of proficiency in surveying with at least 3 years experience in Land Survey.	— do —	— do —	Direct recruitment failing which by transfer on deputation.	Transfer on deputation: Suitable officials holding analogous posts in the State Govt. (Period of deputation ordinarily not exceeding 3 years).	— do —	— do —

31. Carpenter	-- do --	-- do --	Rs. 260-6-326-EB-8-350.	-- do --	-- do --	I.T.I. Course in the relevant trade from a recognised Institute or equivalent qualification.	-- do --	-- do --	Direct recruitment.	Not applicable.	-- do --	-- do --
32. Electrician	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --
33. Plumber	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --
34. Mason	-- do --	-- do --	-- do --	-- do --	-- do --	Certificate course in masonry work from any recognised institution (relaxable clause) professional experience of three years.	-- do --	-- do --	-- do --	-- do --	-- do --	-- do --
35. Ferro-Printing Machine Operator	-- do --	Group "D"	Rs. 210-4-250-EB-5-270.	Selection	35 years or below (relaxable for Board's employees)	Middle Standard or equivalent qualifications.	-- do --	-- do --	By promotion failing which by direct recruitment.	Promotion: Peon with 3 years experience in operating Ferro Printing Machine.	-- do --	-- do --
36. Chief Accounts Officer	-- do --	Group "B"	Rs. 840-40-1000-EB-40-1200.	-- do --	Not applicable	Not applicable	-- do --	-- do --	Promotion failing which by transfer on deputation. (statutory post).	Promotion: Assistant Accounts Officer with three years service in the grade after regular appointment.  Transfer on deputation: Suitable Accounts Officer holding analogous post under State Govt. (Period of deputation ordinarily not exceeding 3 years).	-- do --	-- do --
37. Assistant Accounts officer	-- do --	-- do --	Rs. 550-25-750-EB-30-900.	-- do --	-- do --	-- do --	-- do --	-- do --	Promotion failing which by transfer on deputation.	Promotion: Accountant with 5 years service in the grade subject to the condition of passing the examination of Accountants laid down by the Directorate of Accounts.  Transfer on deputation: Suitable officers holding analogous post under the State Govt. (Period of deputation ordinarily not exceeding three years).	-- do --	-- do --

1	2	3	4	5	6	7	8	9	10	11	12	13
38. Accountant	Two	Group "C"	Rs. 425-15-566-EB-20-640.	Selection	30 years & below (relaxable for Board's employees)	B. A. with Economics or B. Com. with Advanced Accountancy as a subject or equivalent qualification. 2. Experience in Account and/or Audit for a period of 3 years.	N. A.	2 years	Promotion — 75% failing which direct recruitment. Direct recruitment—25% failing both by transfer on deputation.	Promotion: 75% UDCs of the Board with 3 years service out of which at least 2 years of experience as Accounts Clerk and subject to passing of examination of Accountants held by Directorate of Accounts.	Yes, as laid down by the Board.	N. A.
										<i>Direct recruitment:</i> 25%.  <i>Transfer on deputation:</i> Suitable officials holding analogous posts in the State Govt. (Period of deputation not exceeding three years).		

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